

The Board met in regular session at its office in the Normal School, at 8 p. m. Present: Trustees Barlow and Olsen, Principal Nash and the Registrar.

The minutes of the meetings of June 29, July 8, and July 29 were all read and approved.

#### BIDS ON MAGAZINE LIST

Bids on the magazine list for the Library for the ensuing year, commencing September 1, were presented as follows:

The Grimaux Subscription Co.	\$247.25
The H. H. Wilson Co.	242.60
Selby-Harris Co.	237.40
S. P. Tapping	233.25

The bid of S. P. Tapping, of South Bellingham, having been found to be the lowest, was accepted, and Mr. Tapping was authorized to supply the magazines enumerated in the Librarian's list as submitted (with the exception of "The Drama" and "The Twentieth Century", both now suspended) at the stipulated price of \$233.25, for the coming year commencing Sept. 1, 1914.

#### COMMUNICATION FROM THE PRINCIPAL

A communication embodying various recommendations from the Principal was presented as follows:

August 8, 1914.

To the Honorable Board of Trustees,  
Bellingham State Normal School,  
Bellingham, Wash.

Gentlemen:

In order that a number of small matters that have been held over from month to month may be adjusted before the opening of school in September, I am pleased to make the following recommendations:

1. Mr. Carver, who was selected to serve as Athletic Coach and Physical Director for boys at \$40.00 per month (it being understood that he would serve only half time) is unable to go forward with this adjustment. He is willing, however, to accept a full time appointment of \$60.00 per month, and I recommend that he be employed on this basis.

2. If one half of the School Nurse's salary may be paid from the School Nurse Fund, the money saved to the salary fund will make possible the employment of two or three general student assistants. I recommend that from the Nurse Fund there be applied \$45.00 per month to this end, and that student assistants be appointed as follows:

<u>Name</u>	<u>Department</u>	<u>Monthly Wage.</u>
Aida Uddenberg	Education	\$20.00
J. H. Jones	Manual training	\$20.00
Judith Axland	Training School	\$20.00

3. In the budget of the year \$40.00 per month has been allowed for a student assistant in Penmanship. Mrs. Fillett was elected to the place, but could not accept. This leaves a vacancy which should be filled at once, and I recommend the employment of Mr. A. S. Hartley at the figure named, namely \$40.00 per month for the year. Mr. Hartley is a young man who has had five years of experience

as a teacher. He has taught the Palmer Muscular Movement for three years, and is just now taking an advanced course in Penmanship at the Bellingham Business College. He is of pleasing personality, and would, I believe, fill the place satisfactorily.

4. The school is very fortunate in having as its matron Mrs. Ida E. Powell. During past years Mrs. Powell has been given a concession through permission to have her children with her in the dormitory, and in spite of the fact that she will have them with her no longer, the matron's salary was left unchanged in making adjustments for the coming year. If the Mens Hall Fund will permit an increase of \$10.00 per month in Mrs. Powell's salary I recommend that this amount be voted. This would make the salary of this excellent matron and housekeeper \$70.00 per month.

5. As announced verbally at the last meeting of the Board, this institution has been identified for some years with the Puget Sound Marine Station. It is my belief that the school's relation to the Station should be continued, and I recommend that \$50.00 per year be appropriated as the Bellingham Normal School's part in maintaining a research room at the Station, and that Prof. W. L. Moeckie be appointed to represent this school at the summer council.

6. Miss Frances S. Hays, who has been elected acting dean of women for the new school year, requests that a telephone be installed in her office. I feel that the request is a reasonable one, and since the installation will cost only \$1.25 per month I recommend that it be made.

7. The work in manual training promises to be more popular than ever during the coming year, and the department is in great need of additional supplies. I have been over the ground very carefully with Professor Gebareff, and am convinced that if the funds will allow we should purchase three new benches at an approximate cost of \$15.00 each, and at the earliest possible moment secure a hand-saw with individual motor.

I recommend that not to exceed \$50.00 be allowed for supplying benches and tools that are urgently needed by the Manual Training Department.

8. The institution has a right to feel proud of the worn condition of the entrance to the main building, but the time has arrived when the floorway of the area just outside the door should be replaced. This, I believe, can be done at small cost, and I suggest that the new work begin immediately. Just below the entrance the brick-work on either side of the steps has been pushed out of plumb, and the plaster covering the courses of brick has become broken and is disintegrating. These walls should be straightened and pointed at once, so that the state may be saved greater expense later on.

9. The long continued dry spell has, in a measure, destroyed the beauty of the campus, and it has been suggested by the gardner and others who seem well posted as to the nature of the soil of the Normal campus, that fertilizer should be applied in the hope of bringing the lawn back to its former beauty. Mr. Hendershot says that the shrubbery is being starved because of a lack of food, and I recommend that a start be made at the earliest possible moment to remedy this defect. Mr. Beal, the water commissioner of the city, informs me that if the school were to use its ten water taps during the entire sprinkling period permitted each day the cost to the school would not exceed \$15.00 per month. The gardner says that we need for sprinkling purposes twelve 50-foot lengths of hose, and that these lengths can be secured at a net cost of \$45.00, or less. He suggests also the purchase of a half dozen sprinklers. I recommend the expenditure of not to exceed \$60.00 for providing the equipment of which the gardner is in immediate need.

10. The carpenter is putting in some time in repairing the play-ground apparatus for the Training School. It is Miss Horton's suggestion, which I endorse most heartily, that the swings, testers, joy-wheel, and other apparatus be put in perfect condition for the opening of school in the fall, that the play-ground be thoroughly graveled, and, if possible, the play-room in the Annex be drained and made usable. She also suggests that, when thirty-five student teachers are sent out into the public schools to teach the last half of the year, a special supervisor should be provided. It is possible that Miss Ida Felt, who was granted leave of absence for the year, may be induced to come back in April and undertake this work, providing, of course, the Legislature votes a sufficiently large appropriation to permit the additional salary payment. The employment of Miss Felt is a matter that must remain open until the work of the year is well organized, but it is something which will probably need the early attention of the Board.

11. A committee of the Students' Association met with me recently and suggested that the office which has been set apart for this organization be supplied with chairs and table, and that the partition which divides the room into two parts be removed. The committee also asked that the walls be tinted so as to remove the weather discolorations now in evidence. This seems a reasonable request, and can be granted at small cost. If the Trustees do as the students desire, the Student Association will provide curtains, and other adornments for the room, so as to make it an attractive meeting place for committees of the various student organizations.

12. In order to avoid using the front campus as a play-ground I suggest that Secretary Edison be instructed to have graded as inexpensively as possible the ground which the school owns near the Manual Training Building. The stones may be removed and a disc harrow used to advantage. If the field is graded and seeded promptly it will, I believe, be in good condition for use next spring.

13. It is my opinion that the work on the new Training School Annex should be promptly completed. The arrangement with the contractor was to the effect that he should paint the roof and calcimine the basement this summer, and the actual performance of the work

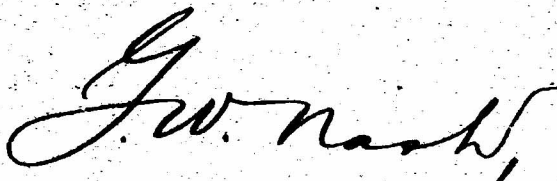


was assigned to a sub-contractor. I recommend that this work be immediately performed, or that the school be allowed to use the \$140.00 remaining in the Building Fund to carry forth the work on its own account.

14. During my brief connection with the school I have become convinced that it will be well for the Board of Trustees to pass a resolution prohibiting all travelling salesmen of any kind from soliciting in and about the school. If this is not done many inexperienced but worthy students will be imposed upon and induced to buy books and other articles for which they have no need. If the principal of the school is ordered by the Board to exclude these solicitors from the grounds he will be alert to carry out the Board's commands.

Hoping that these various matters may have your favorable consideration, I remain

Sincerely yours,



Principal.

Action was taken on the foregoing recommendations as follows:

#### Employment of Mr. Carver

1. On motion it was ordered that this recommendation be adopted, and that Mr. Carver be employed for the ensuing school year at a salary of \$60 per month, as athletic coach and physical director for boys.

#### School Nurse Salary

2. The recommendation was adopted that \$45 per month of the salary of School Nurse be paid from the School Nurse Fund, the remaining \$50 to be paid from the salary fund.

#### Student Assistants Employed

It was also ordered that the student assistants recommended be employed in various departments as follows:

Name	Department	Monthly Wage
Aida Uddenberg	Education	\$20
J. H. Jones	Manual Training	20
Judith Axland	Training School	20

#### Mr. Hartley, Teacher of Penmanship

3. The recommendation that Mr. A. S. Hartley be employed as a teacher of Penmanship at a monthly salary of \$40, was approved, and Mr. Hartley was elected to that position for the coming school year at the salary named.



## Salary of Mrs. Powell

4. The recommendation that the salary of Mrs. Ida E. Powell, Matron of Edens Hall, be advanced from the present figure of \$60 per month, to \$70 per month, was considered in connection with another communication which was presented from Mrs. Powell herself.

On motion it was ordered that the salary of Mrs. Ida E. Powell as Matron of Edens Hall, be fixed for the year commencing Sept. 1, 1914 at \$70 per month.

## Puget Sound Marine Station

5. The suggestion with reference to the Puget Sound Marine Station was approved, and it was ordered that \$50 from the Miscellaneous Supplies fund be appropriated for maintenance of a research room in connection with that institution, and that Prof. W. L. Moodie be appointed to represent this school at its summer council.

6, 7. Action was deferred upon the 6th and 7th recommendations.

## Repair of Brick Work

8. With reference to the 8th recommendation, Mr. Barlow was authorized to consult mechanics as to the manner of repairs advisable and the cost of mending the brick walls flanking the main entrance to the school.

9. Action was deferred as to the 9th suggestion.

## Flooring the Annex Basement

10. As to the 10th recommendation, Mr. Barlow was commissioned to ascertain the most feasible way of flooring the annex basement and the cost thereof. The remaining portion of this paragraph was not acted upon.

11. Action was deferred as to the 11th recommendation.

## To Improve the Athletic Field

12. Mr. Olsen was authorized to confer with parties having suitable equipment for smoothing the surface of the athletic field with a view to having that work done.

13. No action was taken on the 13th recommendation pending an adjustment as to other related matters.

14. The sentiment expressed in the 14th recommendation was heartily endorsed by the Board and the suggestion accepted.

## BILLS AUDITED AND ALLOWED

Bills were audited, approved and ordered paid, as follows:

## For payment by Voucher-check

Morse Hardware Co.	\$17.46
" " "	1.10
A. C. McClurg	3.36
Clark Electric Co.	.45
Whatcom Falls Mill Co.	7.50
Puget Sound Traction Lt & P Co.	11.70
L. Thiel	1.90
Sweet Grocery Co.	177.62
York Addition Market	208.00
Normal Grocery	27.10
S. J. Myers	6.25
Bellingham Cider & Vinegar Factory	23.00
E. T. Trimble, City Treasurer	10.10

Puget Sound Traction, Lt. & P. Co.	\$16.20
Wilson-Nobles-Barr Co.	28.80
Bridge View Farm	52.65
Mike Ponti & Co.	6.00
Library Bureau	5.60
Library of Congress	3.66
Mrs. G. A. Bumstead	24.20
Ford Creamery Co.	18.96
Model Bakery	18.68
Home Economics) Sweet Grocery Co.	112.30
Mrs. Nichols	1.25
Sanitary Meat Market	10.65
Morse Hardware Co.	5.00
Whatecom Dairy	59.85
Standard Oil Co.	84.77
B. B. Furniture Co.	17.50
Wilson-Nobles-Barr Co.	4.50
Wells-Fargo Express Co.	1.23
Pacific Telephone & Telegraph Co.	6.00
Bloedel-Donovan Lumber Co.	13.38

## For Payment by State Voucher

Morse Hardware Co.	\$19.11
Pickering Hardware Co.	11.08
Mutual Paper Co.	10.44
Bloedel Donovan Lumber Co.	<i>See above</i>
Puget Sound Traction, Lt. & P. Co.	30.35
Griggs Stationery & Printing Co.	15.75

## For Payment from Revolving Fund

Western Union Telegraph Co.	.75
Sun Drug Co.	\$4.75
Chas. Stanbra	.25
B. B. Furniture Co.	4.35
Bellingham Machine Works	4.35
Lowman & Hanford Co.	2.24
B. B. Furniture Co.	.65
Engberg Pharmacy	1.00
Seth A. Atwood	4.10
C. L. Barlow	2.20
Union Printing, Binding & S. Co.	1.20
City Water Department	13.50
Clark Electric Co.	1.20
John Kastner	4.00
Selby-Harris Co.	3.50
Pacific Telephone & Telegraph Co.	14.35
Union Printing, Binding & St. Co.	4.50
Pickering Hardware Co.	1.60
Normal Grocery	1.10
Pacific Steam Laundry	10.10
E. T. Mathes Book Co.	1.15
Munro & Haskell	1.00
Bellingham Truck Co.	.95
Collins & Co.	.90

## Revolving Fund Payment Approved

R. Kimble	\$ 2.00
F. D. Helm	2.00
J. Frank Hubbard	.50
Technical World Magazine	1.50
Ada Wilmot	.50
Fred M. Gemmell	2.00
Bellingham Postmaster	21.08
Postoffice Station 8	10.00
Ernest Neeley	2.00
F. D. Helm	4.00
Frank E. Owen	3.75

## MINUTES OF AUGUST 12, 1914

Ernest Neely	\$4.00
John H. Eggers	33.80
Puget Sound Light , Traction & P Co	15.03
Fred M. Gemmell	2.00
F. D. Helm	2.00
G. F. D. Vander Mei	1.75
Ernest Neeley	1.00
Horace S. Mather	2.25
G. N. Express Co.	.31
H. Standish	3.70
Horace S. Mather	4.75

The Board then adjourned.

Foregoing minutes read and approved

J. M. Edson  
Registrar.

F. J. Barlow  
Chairman.



August 24, 1914.

The Board of Trustees met in special session at their office in the Normal School at 8 p. m. Present: Trustees Barlow, Olsen, and Smith, the Principal and the Registrar.

Minutes of the meeting of August 12 were read, and approved as read.

## MISS BAKER ADDRESSED THE BOARD

Miss Ida A. Baker, of the faculty, appeared before the Board and discussed plans for a school garden either upon the site of designed for the campus lake, or in the court at the rear of the building.

After discussion and investigation by the Board, it was decided that the ground referred to at the rear of the building might be used for that purpose, and to that end it was ordered that 3 or 4 loads of good soil be imported for the improvement of these grounds, in compliance with Miss Baker's request, the work to be done under the direction of Mr. Olsen.

## RECOMMENDATIONS OF THE PRINCIPAL

Further consideration was given to recommendations submitted by the Principal at the last meeting, as follows:

## Telephone for Dean of Women

On motion it was ordered that the Dean of Women be granted a telephone.

## Benches and Stools for the Manual Training Dep't

It was ordered that three new benches and 18 stools be procured for the Manual Training Department, to be paid for from Manual Training receipts.

## Request of Students Association

It was ordered that the request of the Students Association for chairs and the removal of a certain partition in the rooms devoted to their use, be granted.

## CHAIRMAN'S REPORT AS TO ANNEX BASEMENT IMPROVEMENTS

Chairman Barlow reported that he had secured a very favorable proposition for lumber for the annex basement floor, at approximately \$110, from Dell Cooper, of the Hazel Mill Co.

He also secured a proposal for the drainage of the annex basement from Mr. Evans, at a cost not to exceed \$25.

Both these proposals were accepted and the work ordered done.

## LEAVE OF ABSENCE TO MISS DAWSON

A communication was received from Miss Lulu B. Dawson, teacher of hand work, asking for leave of absence on account of her health.

On motion Miss Dawson was granted a leave of absence for one year from Sept. 1, 1914.

## EMPLOYMENT OF MISS HELEN RHODES

The Principal reported that on informal authority from the members of the Board he had on Aug. 17, 1914, advised Miss Helen Rhodes, of Pittsburg, Pa., by telegraph, that she was tendered the position of assistant teacher of handwork and drawing in this school at a salary of \$100 per month for 12 months commencing Sept. 1, 1914. He presented copies of all correspondence

with Miss Rhodes with reference to the matter, and some very favorable recommendations submitted by Miss Rhodes.

On motion the appointment of Miss Rhodes to the position as above set forth was confirmed by the Board.

#### PIANO TUNING CONTRACT

August 20, 1914, Mr. C.E. Doner, with the Stark Piano Co., offered this school the following proposal for keeping in tune the piano in Edens Hall and the six pianos belonging to the school, besides tuning without charge the rented piano in the society hall:

He will tune these pianos regularly twice a year, in August and April or as desired, and will call at any other time that a piano is in need of attention, and he will keep them tuned to the satisfaction of the music department. His charge for the service will be \$35 per year from Aug. 20, 1914; \$17.50 to April 1, 1915, and \$17.50 from April 1, to Aug 20, 1915; Edens Hall to pay \$5 and the school, \$30.

On motion the foregoing proposition was accepted by the Board.

#### NEWSPAPER SUBSCRIPTIONS AUTHORIZED

The Principal was authorized to subscribe for newspapers for the library and Edens Hall to the extent of \$30.

#### REGISTERED MAIL

The Principal was authorized to receive and deliver registered mail addressed in care of the school.

#### COMMUNICATION FROM THOS. FALEY

A communication from Thos. Faley was presented, in which Mr. Faley proposed to sell to the school his green house and grounds on 21st Street for \$4000 for a demonstration garden.

The communication was ordered placed on file.

#### COMMUNICATION FROM THE NORTHWEST JOURNAL OF EDUCATION

A communication was received from the Northwest Journal of Education, offering special advertising rates.

The Principal was authorized to accept such advertising proposition provided that in his judgment there were funds available for the purpose.

#### DORMITORY REGULATIONS ADOPTED

The following regulations were adopted for the government of the Dormitory:

Rooms are engaged by the semester or school year. By arrangement with the Dean of Women, and the deposit of \$1 with the Registrar, a room reservation may be made in advance when rooms are available. The deposit cannot be refunded.

Rent is charged continuously during the period for which a room is engaged, and is payable quarterly in advance. Any fraction of a week is charged as a full week. No deductions are made for absence. Rent begins with the opening of school and continues to its close. If vacant at Christmas vacation, one week's rent is remitted.

A laundry fee of 50 cents per month is required of boarders who use the laundry.

Regular board at the dining hall is a condition of room concessions.

Room rents are as follows:

Double rooms Nos. 5, 8, 9, 11, (if single \$1.50) 12, 15, 20, 21, 22, 23, 24, 25 each \$2 per week.

Double rooms Nos. 4, 17, 18, each \$2.25 per week. No. 16, \$2.50  
 Room No. 26, for three or four students, \$3 per week.  
 Single room No. 6, \$1.25 per week.  
 Single rooms Nos. 10, 13, 14, 19, \$1.50 per week.

To secure the privileges of the dining hall, application must first be made to the Registrar, who will record the name and deliver to the applicant a dining hall card, which must be taken to the Matron or head waitress, to be kept on file during the students boarding period.

When a student wishes to discontinue boarding at the dining hall, he should ask the head waitress for this card. The waitress will date the card, and it must then be returned to the Registrar, who will make the proper entry in his record. Board will be charged continuously by the Registrar till this card is returned to him.

If from sickness or other cause a boarder is necessarily absent for more than one week, notice should be promptly given to the Matron, who may allow credit after the first week of such absence.

Every fourth Saturday, commencing with Oct. 3, 1914, is designated as Board Day. Advance settlements for four weeks must be made with the Registrar on these dates; otherwise a penalty of 15 cents per week (10 cents on weekly amounts of less than \$1) will be imposed.

In emergency cases the Principal may make such temporary adjustment as in his judgment the circumstances will justify.

**RATES OF BOARD PER WEEK**

Regular board	\$2.85	Breakfast	\$1.00
Regular board 5 days	2.25	Lunch 5 days	.85
Lunch and Dinner	2.25	Dinner	1.40
Breakfast and Dinner	2.25	Dinner 5 days	1.00
Lunch and Dinner 5 days	1.85		

Single Meals: Breakfast, 15 cents; Lunch, 20 cents; Dinner, 25 cents.

Receipts are invariably issued by the Registrar for all payments and must be filed with the Matron of Edens Hall.

**LOCAL VOUCHER TO S. P. TAPPING**

A request from S. P. Tapping for payment at this time of the contract price of the library magazines, for the year beginning Sept. 1, 1914, was received.

On motion it was ordered that a local voucher in the sum of \$3.25 be issued to Mr. Tapping in settlement of the above account.

**COMMUNICATION FROM MISS BUCK**

A communication was presented from Miss Mollie Buck referring to a personal matter, upon which no action was taken.

The Board then adjourned.

The foregoing minutes were read and approved October 19, 1914.

*J. M. Edson*  
 Registrar.

*L. J. Barton*  
 Chairman.